

Furniture Bid Package
CESA II



eppstein uhen : architects

333 E. Chicago St.
Milwaukee, WI 53202

414 271 5350 : main
414 271 7794 : fax

222 W. Washington Ave.
Suite 650
Madison, WI 53703

608 442 5350 : main
608 442 6680 : fax

EUA Project Number: 709401-02

Date: November 10, 2010

CESA II
November 10, 2010

DIVISION 0 **BIDDING AND CONTRACT REQUIREMENTS**
Proposal Form

DIVISION 1 **GENERAL REQUIREMENTS**
01 10 00 Summary
01 30 00 Submittals

DIVISION 12 **FURNISHINGS**
12 51 00 Seating
12 52 00 Filing and Storage
12 53 00 Tables
12 54 00 Open Office Partition System and Components
12 55 00 Freestanding Furniture
12 56 00 Miscellaneous Furnishings

CESA II
Proposal Form

GENERAL INSTRUCTIONS TO BIDDERS

- A. All bids shall be submitted on this form without modification.
- B. Bidders may submit multiple copies of this form or pages herein for the express purpose of submitting proposals for additional approved manufacturers for an individual Base Bid or for submitting multiple proposals.
- C. Base Bids, Optional Alternate Bids, Optional Combined Bids and Mandatory Unit Prices shall be in strict accordance with drawings, schedule, and specifications.
- D. Base Bids, Optional Alternate Bids, Optional Combined Bids and Mandatory Unit Prices shall include all costs to the owner. Unit Prices may be used by Owner to increase or decrease the scope of the project. If discounts vary based on quantity, Furniture Vendor may submit an attachment to the Proposal Form identifying minimum purchase quantities and variable discount rates for each Base Bid applicable only if owner exercises the option to decrease the scope of the project.
- E. Bidders shall not add qualifying statements, conditions, or cost escalator clauses to the proposal form or the proposal may be declared irregular and disqualified at the discretion of the Owner. Qualifying statements including but not limited to costs savings to the owner for pre-payments or deposits may only be submitted as identified in Item F below and shall be considered separate items not affecting in any way the amounts indicated on the Proposal Form herein.
- F. Recommended cost savings alternatives may be attached to the Proposal Form. These recommended cost savings alternatives may be executed at the Owner's discretion and shall not be reflected in Base Bids, Mandatory Alternate Bids, Optional Alternate Bids, Optional Combined Bids and Mandatory Unit Prices.
- G. Bidders shall examine the provisions of Division 1 thoroughly to insure compliance with all bidding requirements.
- H. Bidders shall insure that all items on the Proposal Form such as Work Schedule, Bidders Official Title, and Signature are properly executed.
- I. Discounts indicated herein for twelve months after project completion shall be based on specific price list for this project. Discounts indicated herein for additional years after project completion shall be based on price list current at time of order placement.
- J. The owner may declare bids not conforming to the above directions irregular and disqualified from consideration.
- K. Bidders are responsible for coordinating relocation of existing furniture indicated on drawings & specifications (700 series) and including any necessary additional components to accommodate furniture layout as shown.
- L. For site visit requests or questions regarding relocation of existing furniture, contact Gina Gardner (608) 758-6232 Ext.306.

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BID SUBMITTAL PROCEDURE

- A. Place the Proposal Forms and attachments in an opaque envelope, one each to the individuals listed below.
- B. Address Envelope No. 1 to: Michele Smith, City Clerk
Address Envelope No. 2 to: Cliff Goodhart, Eppstein Uhen Architects
- C. Bidders shall affix their name to the front upper right hand corner of the envelope.
- D. Bid envelopes that are mailed shall be enclosed in a separate mailing envelope with the words "Sealed Bid Enclosed" written on the outside.
- E. **The copies of Bids shall be submitted by 2:00 PM, November 19, 2010 to the following:**

**City of Whitewater
Michele Smith, City Clerk
312 W. Whitewater Street
Whitewater, WI 53190**

QUESTIONS

Any and all questions regarding the bids should be directed to Jackie Posselt at Eppstein Uhen Architects. **ALL QUESTIONS ARE TO BE SUBMITTED VIA E-MAIL** to jackiep@eua.com.

WORK SCHEDULE

- A. Successful Bidder can begin installation of the project by January 3, 2011, designated by the Owner. **Installation is to be completed by January 31, 2011.** All time limits shall be binding. The schedule may change due to circumstances beyond Owner's control. It is the responsibility of the Dealership to coordinate delivery schedules with Owner and Architect.
- B. If a written notice to proceed or written notice of intent to award contract is issued on or about December 3, 2010 can you complete the work by **January 31, 2011**?

Yes _____ No _____ If NO, state additional calendar days required. _____

- C. We _____
(Name of Company)

a - Corporation - Partnership - Individual - (Circle One)

Of _____
(Street) (City) (State)
(Zip)

hereby agree to execute the proposed Contract(s) to provide all labor and materials required for the furnishings of the project designated above for the prices set forth hereafter. We agree to execute the work in strict accordance with instructions prepared by Eppstein Uhen Architects, 333 East Chicago, Milwaukee, WI 53201.

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Proposal Form**

BID DESCRIPTIONS

**SECTION 12 51 00
SEATING**

Base Bid 100A: Arm Chair with Casters

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 100B: Arm Chair with Casters

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 101A: Arm Chair with Glides

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 101B: Arm Chair with Glides

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

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Base Bid 110: Task Chair with Casters

- a) Model name _____
- b) Finish selections specified (list all) _____

- c) Adjustment options specified (list all) _____

- d) Warranty _____
- e) Lead time _____
- f) Discount _____

Base Bid 111: Task Chair with Casters

- a) Model name _____
- b) Finish selections specified (list all) _____

- c) Adjustment options specified (list all) _____

- d) Warranty _____
- e) Lead time _____
- f) Discount _____

Base Bid 112: Task Chair with Casters

- a) Model name _____
- b) Finish selections specified (list all) _____

- c) Adjustment options specified (list all) _____

- d) Warranty _____
- e) Lead time _____
- f) Discount _____

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Base Bid 120: Work Chair – Counter Height

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 130: Stool – Bar Height

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 140: Arm Chair – Fully Upholstered

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

SECTION 12 52 00

FILES AND STORAGE

Base Bid 200: BBF Pedestal – 15x24

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

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Base Bid 201: BBF Pedestal – 18x24

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 202: FF Pedestal – 15x24

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 203: BF Mobile Pedestal with Cushion Top – 15x24

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 210: 1H File with Cushion Top – 36x18

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 211: 1H File with Cushion Top – 42x18

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

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Base Bid 220: 2H File Cabinet – 36x18

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 221: 2H File Cabinet – 42x18

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 222: 3H File Cabinet – 36x18

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 223: 3H File Cabinet – 42x18

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 224: 4H File Cabinet – 15x28

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

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Base Bid 225: 5H File Cabinet – 30x18

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 226: 5H File Cabinet – 36x18

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 230: 3H Bookcase – 30x16

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 231: 3H Bookcase – 36x16

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 232: 4H Bookcase – 42x16

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

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Base Bid 233: 5H Bookcase – 42x16

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 240: 2H File Cabinet with Upper Storage Cabinet – 36x18

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 241: 5H Storage Cabinet – 36x24

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 250: Overhead Storage with Door – 30W

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 251: Overhead Storage with Door – 48W

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

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SECTION 12 53 00

TABLES

Base Bid 300: Training Table – 30x72

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 301: Square Table – Bar Height – 24x24

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 302: Rectangular Table – 30x72

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 303: Round Occasional Table – 36" Dia.

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

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SECTION 12 54 00

OPEN OFFICE SYSTEMS AND COMPONENTS

Base Bid 400: Workstation

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 401: Workstation

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 410: Workstation

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

SECTION 12 55 00

FREESTANDING FURNITURE

Base Bid 500: Laptop Cart

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

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Base Bid 501: Chair Dolly

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

SECTION 12 56 00

MISCELLANEOUS FURNITURE AND ACCESSORIES

- For large size worksurfaces that must be installed in sections, indicate the quantity and sizes being bid

Base Bid 600: Worksurface – 42x24

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 601: Worksurface – 48x24

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 602: Worksurface – 60x30

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

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Base Bid 603: Worksurface – 72x30

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 604: Worksurface – 96x24

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 605: Worksurface – 108x36

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 606: Worksurface – 127x30

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 607: Worksurface – 144x36

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

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Base Bid 608: Worksurface – 180x36

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 610: Tool Panel – 30x18

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 611: Tool Panel – 48x18

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

Base Bid 620: Furniture Systems Panel – 24"W; Height to Match Existing Adjacent

- a) Model name _____
- b) Finish description _____
- c) Warranty _____
- d) Lead time _____
- e) Discount _____

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Proposal Form

BID AMOUNTS

Unit Prices must include **delivery and installation**. Unit prices may be used by Owner to increase or decrease the scope of the project.

Tag	Description	Unit Price	Qty	Total Bid
100A	Arm Chair with Casters			
100B	Arm Chair with Casters			
101A	Arm Chair with Glides			
101B	Arm Chair with Glides			
110	Task Chair with Arms			
111	Task Chair with Arms			
112	Task Chair with Arms			
120	Work Chair – Counter Height			
130	Stool – Bar Height			
140	Armchair – Fully Upholstered			
200	BBF Pedestal – 15x24			
201	BBF Pedestal – 18x24			
202	FF Pedestal – 15x24			
203	BF Mobile Pedestal with Cushion Top – 15x24			
210	1H File with Cushion Top – 36x18			
211	1H File with Cushion Top – 42x18			
220	2H File Cabinet – 36x18			
221	2H File Cabinet – 42x18			
222	3H File Cabinet – 36x18			
223	3H File Cabinet – 42x18			
224	4H File Cabinet – 15x28			
225	5H File Cabinet – 30x18			
226	5H File Cabinet – 36x18			
230	3H Bookcase – 30x16			
231	3H Bookcase – 36x16			
232	4H Bookcase – 42x16			

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233	5H Bookcase – 42x16			
240	2H File Cabinet with Upper Storage Cabinet – 36x18			
241	5 H Storage Cabinet – 36x24			
250	Overhead Storage with Door – 30W			
251	Overhead Storage with Door – 48W			
300	Training Table – 30x72			
301	Square Table – Bar Height – 24x24			
302	Rectangular Table – 30x72			
303	Round Occasional Table – 36" Dia.			
400	Workstation			
401	Workstation			
410	Workstation			
500	Laptop Cart			
501	Chair Dolly			
600	Worksurface – 42x24			
601	Worksurface – 48x24			
602	Worksurface – 60x30			
603	Worksurface – 72x30			
604	Worksurface – 96x24			
605	Worksurface – 108x36			
606	Worksurface – 127x30			
607	Worksurface – 144x36			
608	Worksurface – 180x36			
610	Tool Panel – 30x18			
611	Tool Panel – 48x18			
620	Furniture System Panel – 24" W (Height to match existing adjacent)			
	Tool Accessories (allowance per area)	\$150.00		
	Relocation of existing 700 series furniture	-----	-----	
	Totals			

**CESA II
Proposal Form**

BIDDERS OFFICIAL TITLE AND SIGNATURE

This proposal is submitted by _____
(Bidder)

of _____
(Street) (City) (State) (Zip)

a - Sole Proprietor - Partnership - Corporation - (Circle One)

at _____
(City) (State)

this _____ day of _____ 2010

By _____

(Name)

AFFIDAVIT

Sworn Statement of Bidder

I, being first duly sworn at _____ (City and State) on
oath state:

1. That I have examined and carefully prepared this Proposal from the Drawings, and have checked the same in detail before submitting this proposal.
2. That I am financially able and have under my jurisdiction the organization and personnel to complete the work as shown and specified in strict accordance with the documents.
3. This sworn statement is hereby made a part of the forgoing proposal.

(Signature) (Title)

(Address) (Telephone)

Subscribed and sworn before me this _____ day of _____, 2010

(Signature - Notary Public) (County)

(State) (Commission Expiration)

SECTION 01 10 00

SUMMARY

PART 1 - GENERAL

1.1 GENERAL REQUIREMENTS

- A. Applicable provisions of General Conditions, Supplemental Conditions, and General Requirements shall govern work in this section.

1.2 SECTION INCLUDES

- A. Alternates
- B. General
- C. Site and Construction Conditions
- D. Mutual Responsibility
- E. Project Manual Explanations and Definitions

1.3 ALTERNATES

- A. It is the intent of the Owner to carefully review and evaluate products similar to those specified herein to afford the greatest opportunity for participation. **Bidders shall contact Jackie Posselt of Eppstein Uhen Architects at jackiep@eua.com to present any proposed alternates prior to bid submittal.**
- B. Verify that Section titles referenced in this Section are correct for this Project's Specifications; Section titles may have changed.

1.4 GENERAL

- A. Each Furniture Vendor shall inform himself of conditions relating to execution of his work (i.e.; number of operational elevators for Furniture Vendor use, hours of elevator usage). Neglect of this requirement shall not be accepted as cause for additional compensation or installation time.
- B. Sequence of operations or place of commencement may be determined by Architect and Furniture Vendor as deemed to best serve the needs and convenience of Owner or as necessity of occasion requires.

1.5 SITE AND CONSTRUCTION CONDITIONS

- A. Prior to placing orders, approving acknowledgments, and commencing work, Furniture Vendor shall meet with Architect and Owner Representative as deemed necessary by Architect to discuss project scheduling and coordination of Work with other trades. Access to site and storage of materials during installation shall be determined at this meeting.
- B. Information pertaining to existing conditions anticipated at the Project site appears on the drawings. There is no expressed or written guarantee that conditions so indicated are

entirely representative of those that will actually exist at completion of construction or that unanticipated developments may not occur.

- C. Furniture Vendor shall verify all dimensions in field, and shall insure that specified dimensions on all products allow sufficient clearance for fit and access to power, voice, and data outlets.
- D. Furniture Vendor shall coordinate installation, wiring configuration, final feed location, and project schedule with Owner.

1.6 DELIVERY AND STORAGE

- A. Except as specified and as required to perform work, facilities of the construction site shall not be available to the Furniture Vendor or his personnel.
- B. It is the responsibility of each and every Furniture Vendor to arrange for the delivery of his materials and equipment to the place of installation, and for the removal of surplus and debris. Furniture Vendor shall not assume access to dumpsters provided by the Building without prior written authorization.
- C. Furniture Vendor shall not store any product, material, or equipment in areas where work is to be done by other Furniture Vendors or where work is in progress.
- D. Owner assumes no responsibility for materials stored in the building or on site without express written consent. Furniture Vendor assumes full responsibility for theft or damage due to storing materials at the site.
- E. The following work conditions apply to all Furniture Vendor.
- F. Protected transport equipment shall be used within the building, included but not limited to bumpers on corners of dollies and non-marking rubber wheels on all carts.
- G. In case of accidental spillage or tracking, Furniture Vendor shall clean areas immediately.

1.7 MUTUAL RESPONSIBILITY

- A. Furniture Vendor shall perform work in proper sequence and in relation to that of other Furniture Vendors. Furniture Vendor shall specifically coordinate work with electrical contractor and data and communications contractor to insure proper location of grommets, user cord management, access to outlets, and sequence of installation.
- B. Furniture Vendor shall notify architect in writing in case of discrepancies between existing work and drawings, including but not limited to dimensional variations in column furring and required clearances for components that affect proper placement of furnishings. Furniture Vendor shall notify architect in writing of all variations in construction dimensions that affect size and fit of furnishings.

1.8 PROJECT MANUAL EXPLANATION

- A. Project Manual is composed of Title Page, Table of Contents, Proposal Form, and Technical Specifications.
- B. Omitted phrases such as "The Contractor shall . . ." and "in conformity with . . ." are intentional and shall be supplied by inference.
- C. Where the word "Contractor" occurs, it shall imply Furnishings Contractor, Subcontractor, Fabricator, Manufacturer, or Supplier for that particular section.
- D. Reference to standard specifications or manufacturer instructions shall mean the latest edition thereof at the date of this Project Manual.

END OF SECTION

SECTION 01 30 00

SUBMITTALS

PART 1 – GENERAL

1.1 GENERAL REQUIREMENTS

- A. Applicable provisions of General Conditions, Supplemental Conditions, and General Requirements shall govern work in this section.

1.2 SECTION INCLUDES

- A. Shop Drawings
- B. Installation Drawings
- C. Samples
- D. Manufacturer Instructions
- E. Color and Finish Selections

1.3 SCOPE

- A. Wherever possible throughout the Contract Documents, the minimum acceptable quality or workmanship and materials have been defined either by manufacturer name and product reference or by reference to recognized industry standard. Product defined by manufacturer name shall be considered minimum quality standard and shall be used as a basis for approving or rejecting substitutions or alternates.
- B. To insure that the specified products are furnished and installed in accordance with design intent, procedures have been established for advanced submittals or design data for approval or rejection by the Architect. Refer to the specific Technical Specification and applicable sections of Instructions to Interiors Bidders.

1.4 SAMPLES

- A. **Submit samples requested by architect within one (1) week from date contract is awarded** or notice of intent to award is issued so as not to delay fabrication and to allow Architect reasonable time for consideration of samples submitted. This does not include samples request with bid submittal. Failure to submit samples to Architect and place orders in a timely manner shall not alleviate Furniture Vendor from responsibility to provide product in accordance with Project Schedule.
- B. Unless otherwise indicated, submit samples in duplicate of adequate size showing quality, type, color, range, finish, and texture. Label each sample stating material, type, color, thickness, size, Project Name, and Furniture Vendor Name. Refer to technical sections for additional requirements.
- C. Furniture Vendor shall not place orders with Manufacturer until receipt of written approval of samples by Architect. No approval of sample shall be taken in itself to change or modify Contract Requirements beyond the express stipulations of the written approval.

1.5 MANUFACTURER INSTRUCTIONS

- A. Where proper installation of work is required to be performed in accordance with manufacturer instructions or by installers trained and licensed by the manufacturer, the Furniture Vendor shall provide written confirmation to the Architect that all trades are qualified to comply with Manufacturer requirements and recommendations.
- B. When manufacturer instructions contain "recommended procedures" or words of similar import, these shall be considered as mandatory requirements.
- C. Furniture Vendor shall not make modifications to manufacturer instructions unless the following conditions have been met.
 - 1. The Manufacturer has provided written approval to the Furniture Vendor and the Owner and Architect have acknowledged this approval.
 - 2. The Architect has provided written approval.
 - 3. All warranties and guarantees, written and implied, in accordance with the Contract Documents shall not be altered.
 - 4. Project schedule shall not be delayed.

1.6 COLORS AND FINISHES

- A. Furniture Vendor shall submit accurate color charts and pattern charts where applicable to specific product in Technical Specifications. Where specific selection has been described within the Contract Documents, Furniture Vendor may submit sample for that selection only, and shall not be required to submit complete range of colors and patterns.
- B. Fabric samples shall be 12" x 12" or one full pattern repeat, whichever is larger. Architect may exercise option to waive this requirement if selected fabric is solid color or has no pattern repeat.
- C. Wherever possible, color and pattern samples shall be submitted on substrate specified herein. Where samples on specific substrate are not available, Furniture Vendor shall be responsible for accuracy of alternative representation. The following samples shall be specifically rejected.
 - 1. Photographic representation of wood species and finish.
 - 2. Photographic representation of plastic laminate.
- D. One full pattern repeat shall be required for all products specified with a pattern, including but not limited to plastic laminates.

END OF SECTION

SECTION 12 51 00

SEATING

PART 1 - GENERAL

1.1 SCOPE

- A. Provide all work, labor, materials, and equipment as shown on Drawings and Schedules and as specified herein. Comply with applicable provisions of Divisions 0 and 1.

1.2 SUBMITTALS

- A. Provide two (2) copies of manufacturer product specifications. Illustrated price list with complete product listing shall be included.
- B. Provide two (2) complete sets of finish samples for those items specified herein and those requiring color selections. Finish samples shall be submitted on substrate as specified herein for finished product. Photographic representation of finishes shall be specifically rejected.
- C. Submit two (2) samples of each fabric for architect approval. Minimum size shall be 12" square or one complete pattern repeat, whichever is larger. Fabric sample shall be provided from current stock and dye lot reserved for order.
- D. Provide two (2) written copies of all guarantees and warranties issued by manufacturer and furnishings contractor. Include all information relating to fire safety.
- E. Provide two (2) copies of care and maintenance instructions and operation instructions. Instructions shall specifically include maintenance as required to retain fire retardant ratings and maintenance of wood finish, metal, and laminate.

1.3 QUALITY ASSURANCE

- A. Furnishings shall be new, best quality, and free from defects in materials and workmanship.
- B. Manufacturer representative shall provide training presentation to Owner staff as required for safe and secure operation of task seating.
- C. Samples of delivered materials may be selected at random for inspection. If any sample fails to meet the Specifications, the entire lot or any portion thereof may be rejected. The Furniture Vendor shall be required to provide replacements at the same contract prices, terms, and conditions.
- D. All rejected material shall be immediately removed from the site. Replacements shall be delivered within twelve (12) weeks unless permission to repair is specifically authorized by owner and Architect. Project shall not be considered complete until all repairs and replacements are complete.
- E. Installers trained and approved by the manufacturer shall perform installations and competent in the installation of the product specified herein. Installers shall have (3) years experience in jobs similar in size and scope.

- F. Each fabric shall be from one (1) dye lot and run number. Owner and Architect may reject furnishings with fabric from different dye lots and run numbers.

1.4 ACCEPTABLE MANUFACTURERS

- A. Subject to compliance specifications, all seating shall be bid using product by manufacturers as identified on Drawings and Specifications as the basis of design. Furniture Vendor to list their acceptable equal for item specified. The owner will evaluate all bids based on overall quality, design and warranties.
- B. Unit Pricing for seating shall be provided including fabric selected.
- C. Refer to Manufacturer Contact Information for additional information.

1.5 PRODUCT DELIVERY, SHIPPING, AND HANDLING

- A. Products shall be delivered in accordance with construction schedule herein.
- B. Furniture Vendor shall be responsible for coordination of order placement, shipping, delivery, and installation with construction schedule as prepared by Architect.
- C. Furniture Vendor shall provide training sessions subsequent to delivery for appropriate use of ergonomic task seating. These training sessions shall be available to employees at the site. Furniture Vendor shall coordinate schedule for training sessions with owner.

1.6 ALTERNATES

- A. Substitutions or alternates shall be in accordance with General Requirements and applicable sections of Division 0 and 1.
- B. Subject to compliance with Drawings, Schedule and Specifications, Owner may consider product by additional manufacturers. Furniture Vendor shall submit proposed substitutions including but not limited to sample product, and specifications in accordance with General Requirements.

1.7 GUARANTEE

- A. A minimum (10) ten year warranty shall apply to all material and workmanship under normal use and care from the date of delivery.
- B. All warranties provided by the manufacturer and Furniture Vendor shall assume unlimited two (2) shift usage.

PART 2 – PRODUCTS

2.1 GENERAL REQUIREMENTS

- A. Seating shall meet or exceed ANSI/BIFMA performance standards.
- B. All upholstery fabrics must comply with NFPA 701 requirements.

- C. Drawings are provided for design intent only. Furnishing contractor is responsible for specifying correct parts and pieces.

2.2 SIDE CHAIR WITH CASTERS (100A & 100B)

- A. Side chair with casters to be : Steelcase Cachet 487 Series Swivel-Base Work Chair or equal
 - 1. Standard Features
 - a. Balanced-action rocker (BAR) mechanism
 - b. Frame, seat, back, flip-up arms, and five-arm base: plastic
 - c. 5" pneumatic seat-height adjustment
 - d. 2-3/8" diameter, hard composition, dual-wheel casters: plastic
 - 2. Optional Features Included
 - a. Upholstered seat – Fabric price group 5
- B. Meets or exceeds ANSI/BIFMA x 5.1 durability and safety standards.

2.3 SIDE CHAIR WITH GLIDES (101A & 101B)

- A. Side chair with glides to be : Steelcase Cachet 487 Series Leg-Base Multi-Use Chair With Flip-Up Arms or equal
 - 1. Standard Features
 - a. Balanced-action rocker (BAR) mechanism
 - b. Frame, seat, back, four-leg base: plastic
 - c. Flip-up arms: plastic color to match frame, seat, and four-leg base
 - d. Hard glides: color-matched to frame
 - 2. Optional Features Included
 - a. Upholstered seat – Fabric price group 5
- B. Meets or exceeds ANSI/BIFMA x 5.1 durability and safety standards.

2.4 TASK CHAIR WITH ARMS (110)

- A. Task chair with arms to be : Steelcase Think 465 Series Work Chair with Arms or equal
 - 1. Standard Features
 - a. 5" pneumatic seat-height adjustment (16"-21")
 - b. Your Preference control

- c. Passive seat edge angle
- d. Frame, seat shell, and five-arm plastic base
- e. 2" seat depth adjustment
- f. Height-, width-, pivot-, depth-adjustable arms
- g. 3D Knit on back
- h. 2-1/2" diameter, hard-composition, dual-wheel casters

2. Optional Features Included

- a. 3D Knit with Standard Upholstery on Seat – Fabric price group 5
- b. Lumbar Height – 4-1/4" travel for additional lumbar support

B. Meets or exceeds ANSI/BIFMA x 5.1 durability and safety standards.

2.5 TASK CHAIR WITH ARMS (111)

A. Task chair with arms to be : Steelcase Leap 462 Series Work Chair or equal

1. Standard Features

- a. Upper back force
- b. 5" pneumatic seat-height adjustment
- c. Variable back stop
- d. Rectilinear independent height-, width-, pivot-, and depth-adjustable arms
- e. Frame, seat shell, outer back, and five-arm base: plastic
- f. 3" seat depth adjustment
- g. Passive seat edge angle
- h. Adjustable lumbar
- i. 3D Knit on back only
- j. 2-1/2" diameter, hard-composition, dual-wheel casters

2. Optional Features Included

- a. 3D Knit on Back with Upholstery on Seat – Fabric price group 5

B. Meets or exceeds ANSI/BIFMA x 5.1 durability and safety standards.

2.6 TASK CHAIR WITH ARMS (112)

A. Task chair with arms to be : Steelcase Leap 464 Series WorkLounge and Ottoman or equal

1. Standard Chair Features

- a. Fully upholstered back, seat, arms, headrest, and flip-up pillow: DesignTex Wool Suede Too
- b. Upper back force
- c. Variable back stop
- d. Lower back firmness
- e. Lumbar pillow
- f. Fixed non-adjustable arms
- g. 3" pneumatic seat-height adjustment
- h. Seat and back components: plastic
- i. Ribbon back frame, arm supports and five-arm base: polished aluminum

2. Optional Chair Features Included

- a. 3" hard-composition, dual-wheel casters for use on carpet: polished aluminum and black

3. Standard Ottoman Features

- a. Upholstery on footrest: DesignTex Wool Suede Too
- b. Work table and footrest shell: plastic
- c. Post and four-arm base: polished aluminum
- d. Two glides: black with stainless steel inserts
- e. Two 2"-diameter, hard-composition, dual-wheel casters

B. Meets or exceeds ANSI/BIFMA x 5.1 durability and safety standards.

2.7 WORK CHAIR – COUNTER HEIGHT (120)

A. Counter height work chair to be : Steelcase Cachet 487 Series Swivel-Base Stool or equal

1. Standard Features

- a. Balanced-action rocker (BAR) mechanism
- b. Frame, seat, back, flip-up arms, and five-arm base: plastic
- c. 7-3/4" pneumatic seat-height adjustment

- d. 2-3/8" diameter, hard composition, dual-wheel casters: plastic
 - 2. Optional Features Included
 - a. Upholstered seat – Fabric price group 5
 - B. Meets or exceeds ANSI/BIFMA x 5.1 durability and safety standards.
- 2.8 STOOL – BAR HEIGHT (130)
 - A. Bar height stool to be : Turnstone Scoop Stool or equal
 - 1. Standard Features
 - a. Steel wire frame: Paint price group 1
 - b. Seat: plastic
 - c. Glides
 - B. Meets or exceeds ANSI/BIFMA x 5.1 durability and safety standards.
- 2.9 ARMCHAIR – FULLY UPHOLSTERED (140)
 - C. Fully upholstered armchair to be : Turnstone Jenny Lounge Chair with Arms or equal
 - 1. Standard Features
 - a. Fully upholstered lounge chair with arms
 - b. Legs with glides: plastic
 - 2. Optional Features Included
 - a. Fabric Grade 5
 - D. Meets or exceeds ANSI/BIFMA x 5.1 durability and safety standards.

PART 3 – EXECUTION

3.1 GENERAL

- A. Furniture Vendor shall be responsible for delivery to site, unloading from transport trucks, transporting to designated locations in the building, unwrapping, assembly as required, final cleaning, and protection of product until accepted by owner. Final cleaning shall include, but not necessarily be limited to, removal of all packing and shipping material.
- B. Furniture Vendor shall provide all supplementary and miscellaneous items, appurtenances, and devices as required to provide a sound, secure and complete installation.
- C. Furnishings shall be assembled complete ready for Owner's use.

- D. Furniture Vendor shall be responsible for any physical damage to site caused by personnel used by Furniture Vendor in execution of any portion of the project.

END OF SECTION

SECTION 12 52 00

FILING AND STORAGE

PART 1 - GENERAL

1.1 SCOPE

- A. Provide all work, labor, materials, and equipment as shown on Drawings and as specified herein. Comply with applicable provisions of Divisions 0 and 1.

1.2 SUBMITTALS

- A. Provide two (2) copies of manufacturer product specifications. Illustrated price list with complete product listing shall be included.
- B. Provide two (2) complete sets of finish samples for those finishes specified herein and those items requiring color selection. Finish samples shall be submitted on substrate as specified herein for finished product. Photographic representation of finishes shall be specifically rejected.
- C. Provide one (1) sample of drawer and door pulls.
- D. Provide two (2) written copies of all guarantees and warranties issued by manufacturer and furnishings contractor. Include all information relating to fire safety.
- E. Provide two (2) copies of care and maintenance instructions and operations instructions. Instructions shall specifically include maintenance as required to retain fire retardant ratings and maintenance of wood finish, metal and laminate. Instructions shall specifically include information as required to convert file drawers from letter to legal, front-to-back, and side-to-side filing.
- F. Contractor shall provide shop drawings for approval of all non-standard products. Samples of pulls or other similar items requiring style and finish selection shall be provided.

1.3 QUALITY ASSURANCE

- A. Furnishings shall be new, best quality, and free from defects in materials and workmanship.
- B. Samples of delivered materials may be selected at random for inspection. If any sample fails to meet the Specifications, the entire lot or any portion thereof may be rejected. The furnishings contractor shall be required to provide replacements at the same contract prices, terms, and conditions.
- C. All rejected material shall be immediately removed from the site. Replacements shall be delivered within twelve (12) weeks unless permission to repair is specifically authorized by owner and Architect. Project shall not be considered complete until all repairs and replacements are complete.

- D. Installers trained and approved by the manufacturer and competent in the installation of the product specified herein shall perform installations. Installers shall have a minimum of three (3) years experience in projects of a similar size and scope.

1.4 ACCEPTABLE MANUFACTURERS

- A. Subject to compliance specifications, all filing and storage shall be bid using product by manufacturers as identified on Drawings and Specifications as the basis of design. Furniture Vendor to list their acceptable equal for item specified. The owner will evaluate all bids based on overall quality, design and warranties.
- B. Refer to Manufacturer Contact Information for additional information.

1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Products shall be delivered in accordance with construction schedule herein.
- B. Furniture Vendor shall be responsible for coordination of order placement, shipping, delivery, and installation with construction schedule as prepared by Architect

1.6 ALTERNATES

- A. Substitutions or alternates shall be in accordance with General Requirements and applicable sections of Division 0 and 1.
- B. Subject to compliance with Drawings and Specifications, Owner may consider product by additional manufacturers. Furnishings contractor shall submit proposed substitutions including, but not limited to sample product, specifications, and finishes in accordance with General Requirements.

1.7 GUARANTEE

- A. A minimum (10) ten year warranty shall apply to all material and workmanship under normal use and care from the date of delivery.

PART 2 - PRODUCTS

2.1 PERFORMANCE CRITERIA AND GENERAL REQUIREMENTS.

- A. File cabinet drawers, including shall have full extension steel ball bearing suspension slides. Slides shall be load rated. All drawer modules shall be removable and interchangeable. Drawer construction shall be steel.
- B. File cabinets shall be locking with a rotary lock. Units shall be keyed individually. Two (2) copies of each individual key shall be provided. Furnishing contractor shall compile all duplicate keys (per lock) and create a **Master Key Ring**.
- C. File cabinets at all heights shall have counterweights and shall have leveling glides at all four (4) corners.

- D. Each file drawer shall be provided with front-to-back hanging folder frames. Each roll-out shelf with receding door shall have two (2) 6" dividers per drawer.
- E. File drawers shall allow field conversion from letter to legal, front-to-back, and side-to-side filing. Dividers and compressors shall be provided in each file drawer for optional paper folder filing and stabilizing suspended folders in partially filled drawers. An initial installation set files for letter configuration.
- F. All file cabinet frame component construction shall be a minimum of 20-gauge steel.
- G. Drawings are provided for design intent only. Furnishing contractor is responsible for specifying correct parts and pieces.

2.2 PEDESTAL FILES (200-201 BBF and 202 FF)

- A. Pedestal Files to be: Steelcase Universal Storage with Flush Steel or equal

1. Standard Features

- a. 1/8"H steel top: paint to match pedestal
- b. Removal drawer fronts: paint to match pedestal
- c. Integral pulls
- d. Full drawer interiors
 - Once pencil tray per box/file
- e. Lock, keyed random
- f. Mounting hardware
- g. Four adjustable leveling glides

2. Optional Features Included

- a. Paint price group 1
- b. Fixed to Freestanding Pedestal Conversion Kit
 - 1/8" H steel top
 - Counterweight package
 - Safety interlock system conversion components
 - Installation hardware

- B. Meet or exceed ANSI-BIFMA standards for durability and safety.

2.3 BF MOBILE PEDESTAL FILES WITH CUSHION TOP (203)

A. Pedestal Files to be: Steelcase Universal Storage with Flush Steel or equal

1. Standard Features

- a. 1/8"H steel top: paint to match pedestal
- b. Removal drawer fronts: paint to match pedestal
- c. Integral pulls
- d. Full drawer interiors
- e. Once pencil tray per box/file
- f. Lock, keyed random
- g. Four hard-composition, non-locking casters
- h. Safety interlock mechanism
- i. Counterweight package

2. Optional Features Included

- a. Paint price group 1
- b. Cushion top – Fabric price group 5

B. Meet or exceed ANSI-BIFMA standards for durability and safety.

2.4 ONE-HIGH LATERAL FILE WITH CUSHION TOP (210 & 211)

A. Lateral Files to be: Steelcase Universal Storage with Flush Steel or equal

1. Standard Features

- a. Integral pulls
- b. Central lock, keyed random
- c. One label holder per drawer
- d. Drawer body
- e. Drawer suspension
- f. One hanging folder bar per drawer
- g. Four adjustable leveling glides

2. Optional Features Included

- a. Paint price group 1

- b. Cushion top – Fabric price group 5
 - c. Counterweight package
 - B. Meet or exceed ANSI-BIFMA standards for durability and safety.
 - 2.5 LATERAL FILE (220-226)
 - A. Lateral Files to be: Steelcase Universal Storage with Flush Steel or equal
 - 1. Standard Features
 - a. 1" H top
 - b. Integral pulls
 - c. Central lock, keyed random
 - d. One label holder per drawer
 - e. Drawer body
 - f. Drawer suspension
 - g. One hanging folder bar per drawer
 - h. Four adjustable leveling glides
 - 2. Optional Features Included
 - a. Paint price group 1
 - b. Counterweight package
 - B. Meet or exceed ANSI-BIFMA standards for durability and safety.
 - 2.6 BOOKCASES (230-233)
 - A. Bookcases to be: Steelcase Universal Bookcase or equal
 - 1. Standard Features
 - a. 1" H top
 - b. Adjustable shelves: paint to match bookcase
 - c. Brackets for shelves
 - d. Four adjustable leveling glides
 - 2. Optional Features Included
 - a. Paint price group 1

- b. Counterweight package
 - B. Meet or exceed ANSI-BIFMA standards for durability and safety.
 - 2.7 TWO-HIGH LATERAL WITH STORAGE ABOVE (240)
 - A. Combination Cabinet to be: Steelcase Universal Storage with Flush Steel or equal
 - 1. Standard Features
 - a. 1" H top
 - b. Integral pulls
 - c. Hinged doors
 - d. Individual lock on door, keyed random
 - e. Central lock on drawers, keyed random
 - f. One label holder per drawer
 - g. Adjustable shelves: paint to match cabinets
 - h. Brackets for adjustable shelves
 - i. Drawer body
 - j. Drawer suspension
 - k. One hanging folder bar per drawer
 - l. Four adjustable leveling glides
 - 2. Optional Features Included
 - a. Paint price group 1
 - b. Counterweight package
 - B. Meet or exceed ANSI-BIFMA standards for durability and safety.
- 2.8 STORAGE CABINET (241)
 - A. Storage Cabinet to be: Steelcase Universal Storage Cabinet with Flush Steel or equal
 - 1. Standard Features
 - a. 1" H top
 - b. Integral pulls
 - c. Hinged doors

- d. Lock, keyed random
 - e. Adjustable shelves: paint to match cabinets
 - f. Brackets for adjustable shelves
 - g. Four adjustable leveling glides
 - 2. Optional Features Included
 - a. Paint price group 1
 - B. Meet or exceed ANSI-BIFMA standards for durability and safety.
- 2.9 OVERHEAD SHELF WITH DOOR (250-251)
- A. Overhead shelf with door to be: Steelcase Over the Case Bin with Flat Fronts or equal
 - 1. Standard Features
 - a. Overhead bin with lift-up door
 - b. Recess beneath unit to accommodate shelf light
 - c. Shelf backstop
 - d. On-module attachment brackets with safety catch
 - e. Lock, keyed random
 - 2. Optional Features Included
 - b. Paint price group 1
 - B. Meet or exceed ANSI-BIFMA standards for durability and safety.

PART 3 - EXECUTION

3.1 GENERAL

- A. Contractor shall coordinate installation of Filing and Storage with Construction Manager. Coordination shall include, but not be limited to coordinating clearance behind files / storage for access to outlets and clearance at counter support brackets. Specifically included shall be coordination at location where file cabinets are used for.
- B. Contractor shall be responsible for delivery to site, unloading from transport trucks, transporting to designated locations in the building, unwrapping, assembly as required, final cleaning, and protection of product until accepted by owner. Final cleaning shall include, but not necessarily be limited to, removal of all packing and shipping material.

- C. Furnishing contractor shall level all files, bookcases, and storage cabinets to prevent racking and other damage to product.
- D. Furnishing contractor shall provide all supplementary and miscellaneous items, appurtenances, and devices as required to provide a sound, secure and complete installation.
- E. Furnishings shall be assembled complete ready for owner's use.
- F. Furnishing contractor shall be responsible for any physical damage to site caused by personnel used by contractor in execution of any portion of the project.

END OF SECTON

SECTION 12 53 00

TABLES

PART 1 - GENERAL

1.1 SCOPE

- A. Provide all work, labor, materials, and equipment as shown on Drawings and Schedules and as specified herein. Comply with applicable provisions of Divisions 0 and 1.

1.2 SUBMITTALS

- A. Provide two (2) copies of manufacturer product specifications. Illustrated price list with complete product listing shall be included.
- B. Provide two (2) complete sets of finish samples for those items requiring color selection. Finish samples shall be submitted on substrate as specified herein for finished product. Photographic representation of finishes shall be specifically rejected.
- C. Provide two (2) written copies of all guarantees and warranties issued by manufacturer and furnishings contractor. Include all information relating to fire safety.
- D. Provide two (2) copies of care and maintenance instructions and operation instructions. Instructions shall specifically include written instructions in operable mechanisms on accessible table bases and instruction for assembly and cable management system where applicable.
- E. Contractor shall provide shop drawings for approval of all non-standard products. Samples of pulls or other similar items requiring style and finish selection shall be provided.

1.3 QUALITY ASSURANCE

- A. Furnishings shall be new, best quality, and free from defects in materials and workmanship.
- B. Samples of delivered materials may be selected at random for inspection. If any sample fails to meet the Specifications, the entire lot or any portion thereof may be rejected. The furnishings contractor shall be required to provide replacements at the same contract prices, terms, and conditions.
- C. All rejected material shall be immediately removed from the site. Replacements shall be delivered within twelve (12) weeks unless permission to repair is specifically authorized by Owner and Architect. Project shall not be considered complete until all repairs and replacements are complete.
- D. Installers trained and approved by the manufacturer and competent in the installation of the product specified herein shall perform installations. Installers shall have a minimum of (3) three years experience in projects of similar size and scope.

1.4 ACCEPTABLE MANUFACTURERS

- A. Subject to compliance specifications, all tables shall be bid using product by manufacturers as identified on Drawings and Specifications as the basis of design. Furniture Vendor to list

their acceptable equal for item specified. The owner will evaluate all bids based on overall quality, design and warranties.

- B. Refer to Manufacturer Contact Information for additional information.

1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Products shall be delivered in accordance with construction schedule herein.
- B. Furniture Vendor shall be responsible for coordination of order placement, shipping, delivery, and installation with construction schedule as prepared by Architect

1.6 ALTERNATES

- A. Substitutions or alternates shall be in accordance with General Requirement and applicable sections of Division 0 and 1.
- B. Subject to compliance with Drawings, Schedule and Specifications, Owner may consider product by additional manufacturers. Furniture Vendor shall submit proposed substitutions including but not limited to sample product, and specifications in accordance with General Requirements.

1.7 GUARANTEE

- A. A minimum (10) ten year warranty shall apply to all material and workmanship under normal use and care from the date of delivery.
- B. All warranties provided by the manufacturer and Furniture Vendor shall assume unlimited two (2) shift usage.

PART 2 - PRODUCTS

2.1 TRAINING TABLE (300)

- A. Training Table to be : Coalesse Akira Rectangular Flip Top with T-Base Table or equal
 - 1. Standard Features
 - a. Top: 1" particle board core with High-Pressure Laminate – Grade 1
 - b. Top support bar: aluminum with square corners
 - c. Edge: flat edge banding with square corners
 - d. T-Base
 - Upper leg: extruded aluminum in anodized finish
 - Bezel between the two columns: plastic
 - Column: extruded aluminum with powder coat

- T-foot: die-cast aluminum with injection-molded plastic bumper strip
- e. Wings: die-cast aluminum, spring loaded to grasp the upper leg: powder coat
- f. Flip mechanism: plastic and steel release handle pulls steel cables simultaneously rotating the legs inward for indefinite straight line nesting
- g. Casters: locking, dual-wheel casters: non-marring plastic

2. Optional Features Included

- a. Modesty panel
- b. (1) Modular Miniport
- c. Horizontal Wire Manager
- d. Vertical Wire Manager

2.2 SQUARE TABLE – BAR HEIGHT (301)

A. Bar Height Square Table to be : Turnstone Groupwork or equal

1. Standard Top Features

- a. 1-1/8" thick High Pressure Laminate
- b. 3mm radius profile edge: plastic

2. Standard Base Features

- c. Café Height Round Table Base – Paint Price group 1
- e. Glides: plastic
- f. Attachment hardware

2.3 RECTANGULAR TABLE (302)

A. Rectangular Table to be : Turnstone Groupwork or equal

1. Standard Top Features

- d. 1-1/8" thick High Pressure Laminate
- e. 3mm radius profile edge: plastic

2. Standard Post Leg Features

- f. Table Leg – Paint Price group 1

- g. Levelers: plastic
- h. Attachment hardware

2.4 ROUND OCCASIONAL TABLE (303)

A. Round Occasional Table to be : Turnstone Alight Coffee Table or equal

1. Standard Features

- g. Table: wood veneer base
- h. 3mm edge band to match table
- i. Clear glass top
- j. Glides

PART 3 - EXECUTION

3.1 GENERAL

- A. Contractor shall be responsible for delivery to site, unloading from transport trucks, transporting to designated locations in the building, unwrapping, assembly as required, final cleaning, and protection of product until accepted by owner. Final cleaning shall include, but not necessarily be limited to, removal of all packing and shipping material.
- B. Tables shall be placed as indicated on Drawings and shall have glides adjusted for stable, level installation.
- C. Contractor shall provide all supplementary and miscellaneous items, appurtenances, and devices as required to provide a sound, secure and complete installation.
- D. Furnishings shall be assembled complete ready for owner's use.
- E. Furnishings contractor shall be responsible for any physical damage to site caused by personnel used by contractor in execution of any portion of the project.

END OF SECTION

SECTION 12 54 00

OPEN OFFICE PARTITION SYSTEM AND COMPONENTS

PART 1 - GENERAL

1.1 SCOPE

- A. Provide all work, labor, materials, and equipment as shown on Drawings and Schedules and as specified herein. Comply with applicable provisions of Divisions 0 and 1.

1.2 SUBMITTALS

- A. Furniture Vendors wishing to submit shall submit drawings of each typical workstation identified in Bid Documents indicating all components and dimensions. This submittal shall be made in accordance with General Conditions.
- B. Installation drawings shall be submitted in accordance with applicable section of Division 0 & 1.
- C. Shop drawings and installation drawings shall be submitted in accordance with applicable section of Division 0 and 1. Shop drawings shall include detail plan minimum 1/2" = 1'-0" for each workstation type. Drawing shall indicate location of all components, support panels, and brackets. Shop drawings shall include confirmed dimensions as field verified by Furniture Vendor. Variation in field dimensions and other visible anomalies shall not be considered reason for additional charges at time of installation. Shop drawings shall specifically include dimensions coordinated with floor feed locations.
- D. Provide two (2) copies of manufacturer product specifications. Illustrated price list with complete product listing shall be included.
- E. Provide two (2) complete sets of finish samples for those items specified herein and those requiring color selections. Finish samples shall be submitted on substrate as specified herein for finished product. Photographic representation of finishes shall be specifically rejected.
- F. Submit two (2) samples of each fabric for architect approval. Minimum size shall be 12" square or one complete pattern repeat, whichever is larger. Fabric sample shall be provided from current stock and dye lot reserved for order.
- G. Provide two (2) written copies of all guarantees and warranties issued by manufacturer and furnishings contractor. Include all information relating to fire safety.
- H. Provide two (2) copies of care and maintenance instructions and operation instructions. Instructions shall specifically include maintenance as required to retain fire retardant ratings and maintenance of wood finish, metal, and laminate.

1.3 QUALITY ASSURANCE

- A. Furnishings shall be new, best quality, and free from defects in materials and workmanship.
- B. Samples of delivered materials may be selected at random for inspection. If any sample fails to meet the Specifications, the entire lot or any portion thereof may be rejected. The Furniture

Vendor shall be required to provide replacements at the same contract prices, terms, and conditions.

- C. All rejected material shall be immediately removed from the site. Replacements shall be delivered within twelve (12) weeks unless permission to repair is specifically authorized by Owner and Architect. Project shall not be considered complete until all repairs and replacements are complete.
- D. Installers trained and approved by the manufacturer and competent in the installation of the product specified herein shall perform installations. Installers shall have a minimum of three (3) years experience in projects of a similar size and scope.
- E. Each fabric shall be from one (1) dye lot and run number. Owner and Architect may reject furnishings with fabric from different dye lots and run numbers.

1.4 ACCEPTABLE MANUFACTURERS

- A. Subject to compliance specifications, all filing and storage shall be bid using product by manufacturers as identified on Drawings and Specifications as the basis of design. Furniture Vendor to list their acceptable equal for item specified. The owner will evaluate all bids based on overall quality, design and warranties.
- B. Refer to Manufacturer Contact Information for additional information.

1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Products shall be delivered in accordance with construction schedule herein.
- B. Furniture Vendor shall be responsible for coordination of order placement, shipping, delivery, and installation with construction schedule as prepared by Architect.

1.6 ALTERNATES

- A. Substitutions or alternates shall be in accordance with General Requirements and applicable sections of Division 0 and 1.
- B. Subject to compliance with Drawings and Specifications, Owner may consider product by additional manufacturers. Furnishings contractor shall submit proposed substitutions including, but not limited to sample product, specifications, and finishes in accordance with General Requirements.

1.7 GUARANTEE

- A. A minimum (10) ten year warranty shall apply to all material and workmanship under normal use and care from the date of delivery.

PART 2 - PRODUCTS

2.1 OPEN OFFICE PARTITION SYSTEM

- A. All products shall be bid as indicated on Drawings, Schedule, and Specifications.

B. General Requirements and Design Criteria.

1. All products shall be standard as available through published price lists at standard lead times unless custom product is specifically indicated herein.
2. Each workstation shall be keyed alike for lateral file and pedestals. Furniture Vendor shall provide two (2) keys for each lock and shall coordinate final key schedule with Owner. Master key for all locks shall be considered an Owner benefit and shall not be mandatory.
3. Product shall generally afford the owner the option to modify workstations in the field to accommodate ADA clearances and requirements as identified in COMM Chapter 69. See 12610, 1.02B.
4. Pedestals and lateral files shall have identical pull styles and vertical alignment for uniform appearance within every workstation.
5. Panels shall have lay-in electrical and voice / data cable capabilities.
6. Panels shall allow for future field installation of electrical components.
7. Furniture Vendor may, but is not required to use off-module connection of worksurface and storage components to adjacent panel frames.
8. Off-module mounting for overhead storage cabinets shall be considered an owner benefit and shall not be mandatory. On-module storage cabinets may be provided.
9. All panels shall be non-progressive and shall allow owner to remove or add individual panels and sections without disassembling complete workstations or adjacent panels.

C. Panels and Tiles

1. Panel assemblies shall include all necessary top caps, raceway covers, end caps, connectors, horizontal rails and tiles as required to provide a complete installation.

D. Worksurfaces

1. Two (2) grommets shall be provided at every worksurface where power is provided at base. Additional grommets may be provided but are not required.
2. Furniture Vendor shall provide all necessary worksurface supports. Furniture Vendor may use universal cantilevers, C-legs, cantilever brackets, or side support brackets as required. Handed cantilevers shall be specifically excluded. Support legs for peninsula worksurfaces shall be minimum 3" diameter.

E. Overhead Storage

1. Overhead storage units sizes in open offices shall be as indicated on drawings
2. Furniture Vendor shall provide one (1) shelf divider for each 2'-0" section of shelf or part thereof.

F. Pedestals and Lateral Files

1. Pedestals shall be minimum 22" nominal depth at 24" deep worksurfaces.
2. Frames for hanging file folders (Pendaflex™ typical) shall be provided for each drawer.
3. File drawers shall allow field conversion from letter to legal, front-to-back, and side-to-side filing hanging files. Compressors or dividers shall be provided in each pedestal and lateral file drawer for filing paper folders and stabilizing suspended folders in partially filled drawers.

G. Electrical, Telecom and Data

1. Furniture Vendor shall provide a minimum of four (4) duplex outlets per workstation.
2. Furniture Vendor shall provide a minimum of (1) data and (1) telecom outlet per workstation.
3. Wiring configuration shall consist of an 8-wire 4-circuit system with three (3) circuit conductors with a shared neutral and ground and one (1) circuit conductor with a dedicated isolated neutral and ground. An 8-wire 4-circuit system shall be provided as appropriate for furniture groupings with each 8-wire system serving no more than six cubicles. Alternate configurations may be considered by the Owner subject to approval.
4. Furniture Vendor shall coordinate location and installation of base feeds with Electrical and Telecom Contractor for appropriate access.
5. Furniture Vendor shall provide all power panels and panel pass-through jumpers as required for complete and functioning electrical system.
6. Furniture Vendor shall insure that length of cord to specified task light is sufficient to access a general purpose outlet and shall provide additional power panels as required or outlets as required to insure function of task light.
7. Whips shall be concealed from main corridor areas where possible and shall be shortened to minimum length actually needed. Whips attached under work-surfaces shall be shortened to minimum length actually needed and positioned so as to avoid interference with user foot space.
8. Furniture Vendor shall provide all necessary outlets, flexible connectors, straight-span connectors, harnesses, base feeds, and all other similar items as required for a complete and functioning power system. Final hard-wire connection to building power source and any required permits shall be provided by Electrical Contractor. Furniture Vendor shall insure that location suggested for outlets will accommodate cord length for task light.
9. Furniture Vendor to provide the necessary power/ telecom poles as indicated on the drawings, and must include all appropriate trim where power pole meets ceiling tile.
10. Furniture vendor shall coordinate with telecom installer for location of plates etc needed for outlet locations as determined by the owner

H. Task Lights

1. Task lights shall be as indicated on typical drawings, maximum size as allowed by shelf dimension.
2. Task light shall be electronic ballast.
3. Provide cord concealers and clips at panel connection to conceal task light cords.
4. Contractor shall insure that length of cord to specified task light is sufficient to access a general purpose outlet and shall provide additional power panels and outlets as required.

PART 3 - EXECUTION

3.1 GENERAL

- A. Furniture Vendor shall be responsible for delivery to site, unloading from transport trucks, transporting to designated locations in the building, unwrapping, assembly as required, final cleaning, and protection of product until accepted by owner. Final cleaning shall include, but not necessarily be limited to, removal of all packing and shipping material.
- B. Furniture Vendor shall coordinate installation of system furniture with owner voice and data communication contractor and electrical contractor.
- C. Furniture Vendor shall level all panels to prevent racking and other damage to product.
- D. Furniture Vendor shall provide all supplementary and miscellaneous items, appurtenances, and devices as required to provide a sound, secure, complete and functioning installation.
- E. Furnishings shall be assembled complete ready for owner's use.
- F. Furniture Vendor shall be responsible for any physical damage to site caused by personnel used by contractor in execution of any portion of the project.

END OF SECTION

SECTION 12 55 00

FREESTANDING FURNITURE

PART 1 - GENERAL

1.1 SCOPE

- A. Provide all work, labor, materials, and equipment as shown on Drawings and Schedules and as specified herein. Comply with applicable provisions of Divisions 0 and 1.

1.2 SUBMITTALS

- A. Provide two (2) copies of manufacturer product specifications. Illustrated price list with complete product listing shall be included.
- B. Provide two (2) complete sets of finish samples for those items requiring color selection. Finish samples shall be submitted on substrate as specified herein for finished product. Photographic representation of finishes shall be specifically rejected.
- C. Provide two (2) written copies of all guarantees and warranties issued by manufacturer and furnishings contractor. Include all information relating to fire safety.
- D. Provide two (2) copies of care and maintenance instructions and operation instructions. Instructions shall specifically include written instructions in operable mechanisms on accessible table bases and instruction for assembly and cable management system where applicable.
- E. Shop drawings shall specifically include special products and details as required to execute design concept as required.

1.3 QUALITY ASSURANCE

- A. Furnishings shall be new, best quality, and free from defects in materials and workmanship.
- B. Samples of delivered materials may be selected at random for inspection. If any sample fails to meet the Specifications, the entire lot or any portion thereof may be rejected. The furnishings Contractor shall be required to provide replacements at the same contract prices, terms, and conditions.
- C. All rejected material shall be immediately removed from the site. Replacements shall be delivered within twelve (12) weeks unless permission to repair is specifically authorized by Owner and Architect. Project shall not be considered complete until all repairs and replacements are complete.
- D. Installers trained and approved by the manufacturer and competent in the installation of the product specified herein shall perform installations. Installers shall have minimum three (3) years experience on jobs of similar size and scope.

1.4 ACCEPTABLE MANUFACTURERS

- A. Subject to compliance specifications, all tables shall be bid using product by manufacturers as identified on Drawings and Specifications as the basis of design. Furniture Vendor to list

their acceptable equal for item specified. The owner will evaluate all bids based on overall quality, design and warranties.

- B. Refer to Manufacturer Contact Information for additional information.

1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Products shall be delivered in accordance with construction schedule herein.
- B. Furniture Vendor shall be responsible for coordination of order placement, shipping, delivery, and installation with construction schedule as prepared by Architect

1.6 ALTERNATES

- A. Substitutions or alternates shall be in accordance with General Requirement and applicable sections of Division 0 and 1. Requests for approval of alternate product shall be accompanied by finish samples.
- B. Subject to compliance with Drawings, Schedule and Specifications, Owner may consider product by additional manufacturers. Furniture Vendor shall submit proposed substitutions including but not limited to sample product, and specifications in accordance with General Requirements.

1.7 GUARANTEE

- A. A minimum (10) ten year warranty shall apply to all material and workmanship under normal use and care from the date of delivery.
- B. A limited lifetime warranty shall apply to all drawers, drawer suspensions, locking systems, hinges, door latches and drawer pulls to be free from defects in workmanship and materials, under normal use and service.

PART 2 - PRODUCT

2.1 DESIGN CRITERIA

- A. Access to power, voice and data shall be provided as required without penetrating finished support panels.
- B. Visible hardware such as pulls, hinges, or locks shall be as selected by Architect from manufacturer's standard options.
- C. Field-assembled components and contractor-assembled components shall be identical in specification and detail. Contractor may exercise option to provide product as specified herein as manufactured unit or field assembly of components.
- D. Drawings are provided for design intent purposes only. Furnishings Contractor is responsible for specification of correct parts.

PART 3 - EXECUTION

3.1 General

- A. Contractor shall be responsible for delivery to site, unloading from transport trucks, transporting to designated locations in the building, unwrapping, assembly as required, final cleaning, and protection of product until accepted by Owner. Final cleaning shall include, but not necessarily be limited to, removal of all packing and shipping material.
- B. Furnishings Contractor shall coordinate specific installation for each office with Owner representative to insure that required access to data and electrical is available. Any additional expenses incurred at having to move and level furniture resulting from failure to coordinate with Owner representative shall not be considered reason for additional charges.
- C. Contractor shall provide all supplementary and miscellaneous items, appurtenances, and devices as required to provide a sound, secure and complete installation.
- D. Furnishings shall be assembled complete ready for Owner use.
- E. Contractor shall level all products specified herein.
- F. Furnishings Contractor shall be responsible for any physical damage to site caused by personnel used by Contractor in execution of any portion of the project.

END OF SECTION

SECTION 12 56 00

MISCELLANEOUS FURNISHINGS

PART 1 - GENERAL

1.1 SCOPE

- A. Provide all work, labor, materials, and equipment as shown on Drawings and Schedules and as specified herein. Comply with applicable provisions of Divisions 0 and 1.

1.2 SUBMITTALS

- B. Provide two (2) copies of manufacturer product specifications. Illustrated price list with complete product listing shall be included.
- C. Provide two (2) complete sets of finish samples for those items requiring color selection. Finish samples shall be submitted on substrate as specified herein for finished product. Photographic representation of finishes shall be specifically rejected.
- D. Provide two (2) written copies of all guarantees and warranties issued by manufacturer and furnishings contractor. Include all information relating to fire safety.
- E. Provide two (2) copies of care and maintenance instructions and operation instructions. Instructions shall specifically include written instructions in operable mechanisms on accessible table bases and instruction for assembly and cable management system where applicable.

1.3 QUALITY ASSURANCE

- F. Furnishings shall be new, best quality, and free from defects in materials and workmanship.
- G. Samples of delivered materials may be selected at random for inspection. If any sample fails to meet the Specifications, the entire lot or any portion thereof may be rejected. The furnishings Furniture Vendor shall be required to provide replacements at the same contract prices, terms, and conditions.
- H. All rejected material shall be immediately removed from the site. Replacements shall be delivered within twelve (12) weeks unless permission to repair is specifically authorized by Owner and Architect. Project shall not be considered complete until all repairs and replacements are complete.
- I. Installers trained and approved by the manufacturer and competent in the installation of the product specified herein shall perform installations. Installers shall have a minimum of (3) three years experience in projects of similar size and scope.

1.4 ACCEPTABLE MANUFACTURERS

- A. Subject to compliance specifications, all tables shall be bid using product by manufacturers as identified on Drawings and Specifications as the basis of design. Furniture Vendor to list their acceptable equal for item specified. The owner will evaluate all bids based on overall quality, design and warranties.

B. Refer to Manufacturer Contact Information for additional information.

1.5 PRODUCT DELIVERY, SHIPPING, AND HANDLING

J. Products shall be delivered in accordance with construction schedule herein.

K. Furniture Vendor shall be responsible for coordination of order placement, shipping, delivery, and installation with construction schedule as prepared by Architect.

1.6 ALTERNATES

A. Substitutions or alternates shall be in accordance with General Requirements and applicable sections of Division 0 and 1.

B. Subject to compliance with Drawings, Schedule and Specifications, Owner may consider product by additional manufacturers. Furniture Vendor shall submit proposed substitutions including but not limited to sample product, and specifications in accordance with General Requirements.

1.7 GUARANTEE

A. A minimum (10) ten year warranty shall apply to all material and workmanship under normal use and care from the date of delivery.

PART 3 - EXECUTION

3.1 GENERAL

A. Furniture Vendor shall be responsible for delivery to site, unloading from transport trucks, transporting to designated locations in the building, unwrapping, assembly as required, final cleaning, and protection of product until accepted by owner. Final cleaning shall include, but not necessarily be limited to, removal of all packing and shipping material.

B. Furniture Vendor shall coordinate with Owner special blocking requirement and other similar items as required for secure installation.

C. Furniture Vendor shall provide all supplementary and miscellaneous items, appurtenances, and devices as required to provide a sound, secure and complete installation.

D. Furnishings shall be assembled complete ready for owner's use.

E. Furniture Vendor shall be responsible for any physical damage to site caused by personnel used by Furniture Vendor in execution of any portion of the project.

END OF SECTION